

**ATTACHMENT F**  
**FINAL SUMMARY AND EVALUATION**  
UTAH STATE LIBRARY DIVISION  
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS PROGRAM  
FY 2000-2001

**Library/  
Organization** \_\_\_\_\_

**Contract No.** \_\_\_\_\_

**Date** \_\_\_\_\_

**LSTA grant category (check one)**

**Mini** \_\_\_\_\_ **Regular** \_\_\_\_\_ **Major** \_\_\_\_\_

**Indicate LSTA Grant round**

**Fall 2000** \_\_\_\_\_ **Spring 2001** \_\_\_\_\_

1. **Project Title:** \_\_\_\_\_

2. **Project Category:** \_\_\_\_\_

Basic Technology \_\_\_\_\_ Enhanced Integrated System \_\_\_\_\_ Enhanced Internet Connectivity \_\_\_\_\_

Community Partnerships & Improved Access  
Electronic Network \_\_\_\_\_ Cooperative Projects \_\_\_\_\_ to Library Services \_\_\_\_\_

3. **Funding Category:** Mini Grant \_\_\_\_\_ Regular Grant \_\_\_\_\_ Major Grant \_\_\_\_\_

a. Total Project Cost \_\_\_\_\_ b. LSTA \$ \_\_\_\_\_ c. Match \$ \_\_\_\_\_ d. Match % \_\_\_\_\_

4. **Contractor:** \_\_\_\_\_

5. **Describe the Project.**

Why was this project needed? What was done, when, how and by whom?

6. **How many individuals were impacted by the grant?**  
*Indicate the ACTUAL number served, as opposed to the potential number or target population.*

7. **How was the success of this project determined? Describe the methodology used.**

8. **Evaluation**  
*To what extent did the project achieve the objectives stated in the project application? Describe any changes made in the project objectives during the grant cycle.*

9. **What plans, if any, have you made for follow-up or continuation of this project?**  
*If this project is to be continued, please specify those areas, which were completed with this grant, which areas are still to be accomplished, and plans for continuing the project. Which agencies or organizations have been contacted for continuing funding?*
10. **Comments.**  
*Cite successes and problems. For example, what single component was most important to the success of the project? List two or three things that would have made this a more successful project. If you encountered problems, would they make it difficult to implement a similar project elsewhere?*
11. **If applicable, attach to this report any materials relevant to this project evaluation: comparative statistics, news clippings, testimonial letters, reports, reactions from participants or residents of the community, etc.**

**12. Budget Information**

*Report here the expenditure for library services, technology equipment, outreach programs; list any other funds, such as a Friends of the Library group that were used for this project.*

<b>Total Project Request</b>	<b>Expenditure Category</b>	<b>Total Project Expenses</b>	<b>L.S.T.A Funds</b>	<b>Local Funds</b>	<b>Other*</b> <b>Funds</b>
\$ _____	Salaries/Wages	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Benefits	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Travel	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Training	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Materials/Supplies	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Contracted Services	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Hardware	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Software	\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	Other	\$ _____	\$ _____	\$ _____	\$ _____

Other Operating Expenses

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ **Totals** \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*Sources of funds in this category include donations, private sector grants (expenditures made by non-governmental partners in the project) as defined in the *Handbook*. Do not include "in kind" donations, unless it is donated new equipment.

**13. Signatures**

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Chair, Library Board  
(Public Libraries only)

\_\_\_\_\_  
Fiscal Authority

\_\_\_\_\_  
Local Government or Institutional Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

Grant funds must be expended by the date as specified in the grant contract. Please complete this report and return **3 COPIES (1 original, 2 copies)** to Jane Smith, Grants Coordinator at the

**Utah State Library Division  
250 North 1950 West, Suite A  
Salt Lake City, UT 84116-7901**

**Phone: 801-715-6742/Fax: 801-7156767**

**The SUMMARY AND EVALUATION REPORT is due 15 days before the contract termination date if the grant project only involved implementation of technology equipment. Additional time may be requested for projects that impact services or programs.**